

## Court Paralegal, Circuit Court for Anne Arundel County

The Circuit Court for Anne Arundel County is seeking an individual to join the Office of the Court Administrator. The paralegal position will assist retired/visiting judges, including: case preparation, drafting opinions and orders, and conducting legal research. The position will also support the Office of the Court Administrator in its daily operations, including: grant applications and management; legal research; monitoring relevant legislation and Rules; statistical analysis of courthouse case flow; responding to inquiries from the bench, attorneys, and the public; and other duties as assigned.

Attention to detail, computer savvy, and excellent communication skills are required. Court or paralegal/law office experience is preferred. This is a County grade 16 position with Anne Arundel County benefits. Please send a resume, cover letter, and a list of three references by May 6, 2016, to: Office of the Court Administrator, Circuit Court for Anne Arundel County, 8 Church Circle, Annapolis, MD 21404 or [employment@circuitcourt.org](mailto:employment@circuitcourt.org).